Receive Inventory

PURPOSE: Use this job aid to learn how to receive inventory

1. From the Facilities Connect Home Screen, click on:
   - Inventory

2. From the Inventory screen click on:
   - Receipts

3. From the Inventory Receipts window click on:
   - Add

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
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4 A new window **General** Tab opens. From the Receiving window, under **Purchase Order** click on: Find

Ship Via and Ship Date is required, vendor tracking number is optional

5 Enter the Purchase Order number under ID and press Enter.

or

Click the ID of the Purchase Order from the list.

Then Click **OK**
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6. A new window opens. From the Purchase Order window click on the tab: 
   - Line Items

7. From the Line Items tab, enter **Quantity Received**, click the box on the left, then click on **Create Draft**